

These travel voucher instructions are for the **MAIN BODY ONLY!**

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TRAVEL VOUCHER INSTRUCTIONS:

For Submission of your TRAVEL EXPENSE Forms, Please send them directly to:

**HQ CA ANG/IM  
ATTN: CMSgt Rodriguez  
Rough and Ready 2004 Travel  
9800 Goethe Road  
Sacramento, CA 95827**

Please remember to include your receipts for reimbursable expenses. **Please submit these NO LATER THAN 25 June.**

You can fill the form out on-line, print, and mail. Please use the SAMPLE Travel Expense form as a guide. It may not fit exactly each of your situations but use your best judgment and the instructions.

Based upon your travel orders, per diem allowances will be automatically calculated.

**NOTE:**  
**Make sure you sign the form.**  
**Attach Receipts for reimbursable expenses.**  
**Attach a copy of your TRAVEL ORDERS.**  
**Keep a photocopy for yourself.**  
**Send in the Original plus 2 copies.**

If you don't fill out the form then you won't receive reimbursement

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